



MSU Extension Personnel

205 Culbertson Hall
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Tel (406) 994-1752
<http://www.msuextension.org>

Title: **CENTRAL REGION DEPARTMENT HEAD**
Position # **02-12**
Location: Within the MSU Extension Central Region
Salary: \$65-80,000, DOE, DOQ
Date Available: June 1, 2012 (negotiable)

PROFILE: Extension's central region of Montana consists of 30 field faculty located in seventeen offices that serve nineteen counties (Blaine, Carbon, Cascade, Chouteau, Fergus, Glacier, Golden Valley, Hill, Judith Basin, Liberty, Meagher, Musselshell, Petroleum, Pondera, Stillwater, Sweet Grass, Teton, Toole, Wheatland) and in two reservations (Blackfeet and Fort Belknap). The central region has both rural and urban communities, and is diverse in terms of both socioeconomic structure and cultural backgrounds. The economy within the region is primarily driven by production agriculture. The tentative office location will be in Great Falls; however, other locations in the MSU Extension region may be considered.

GENERAL INFORMATION: This position provides supervision, leadership and support to agents in the MSU Extension Central Region. As a member of the Extension executive and administrative teams, the Central Region Department Head will also provide leadership and support in the development and implementation of MSU Extension policies and procedures relating to personnel management, educational programming and budgetary management. This position requires extensive travel throughout the region and frequent travel throughout the state. The Central Region Department Head is responsible to the Vice President for External Relations and Director of Extension.

SPECIFIC POSITION RESPONSIBILITIES:

- Provide strong leadership to field faculty to effectively develop and implement county, multi-county, regional and multi-state educational programming and reporting efforts.
- Administer regional personnel activities, including determining the region's staffing needs; leading the hiring process for new Extension agents; supporting, guiding, training and orienting new Extension agents; conducting annual performance evaluations of all agents; motivating and advising agents; educating agents and their office staff about and assuring their compliance with all financial policies and state and federal civil rights and affirmative action policies; determining, developing and implementing career and professional development plans and opportunities for agents; mediating conflicts; and monitoring and guiding the promotion and tenure process for agents.
- Assist and supervise agents with program planning, local advisory processes, identification of programming needs, development of plans of work and reporting impacts about programming efforts.
- Develop and maintain working relationships with county commissioners and other local, regional and state decision-makers.
- Establish and maintain collaborative relationships with appropriate county, reservation, state, regional and federal entities.
- Market Extension programs to counties, the region and the state.
- Represent the Central Region as a member of the Extension Executive and Administrative Teams.
- Promote teamwork and regional "networking," with agents, specialists, on-campus department heads, and Extension and University administration.
- Utilize all available media sources, including electronic mail, the Internet and other advancing technology to communicate with MSU Extension personnel and to disseminate information.

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REQUIRED QUALIFICATIONS:

- Completed Master's Degree. Preferred areas: family and consumer sciences, agriculture, community development, youth development education, natural resources, or a closely related field of study.
- Training or experience in administrative, leadership, personnel and fiscal management.
- Demonstrated skill in working with others as individuals, groups, staff members and decision-makers with emphasis on teamwork to accomplish individual or group goals.
- Demonstrated abilities in the areas of planning, facilitation, organization, and conflict management.
- Demonstrated knowledge of organization, philosophy, operation and objectives of Extension and the mission of the land grant system.
- Demonstrated ability and experience in administering and managing educational programs, including conducting audience needs assessment, program planning, evaluation and reporting.
- Computer literacy as demonstrated in communications, program development, delivery and management.

PREFERRED QUALIFICATIONS

- Doctoral degree.
- Extension experience, particularly field faculty experience.
- Record of achievement as an Extension faculty member.

The successful candidate will have the ability to effectively function as a member of a cohesive administrative team, effectively communicate (verbal, written and listening skills), lead and facilitate organizational change to position the region for the future, and evidence of an appreciation for and understanding of urban and rural communities with an interest in working with both. The successful candidate will also be familiar with multi-cultural and different socioeconomic audiences, and will demonstrate an interest in working with people from diverse backgrounds, and a commitment to the principles of diversity.

Additional Requirement: In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background check.

CONDITIONS AND BENEFITS: This position will be a twelve month, faculty or administrative professional position (dependent upon qualifications) with Montana State University Extension. Benefits include TIAA-CREF, coverage for health and life insurance, Social Security, Worker's Compensation and Unemployment Compensation. Position will be non-tenure track unless individual hired is already tenured with Montana State University.

GENERAL INFORMATION: This position is administratively responsible to the Vice President for External Affairs and Director of Extension. For further information regarding the position responsibilities, please contact:

Jill Martz, Search Committee Chair
jmartz@montana.edu
(406) 994-6648

APPLICATION PROCEDURE: To apply, submit (a) letter of application addressing, in detail, each qualification listed for position; (b) current resume; and (c) names, addresses and phone numbers of five professional references. Submission of items A, B and C in electronic form is encouraged (Word, WordPerfect or PDF). A signed letter of application must also be sent by mail in order to assure receipt of original signature. Send files as attachments to maryfran@montana.edu. Paper documents may be sent to:

Mary Fran San Soucie, HR Coordinator
MSU Extension Service
205 Culbertson Hall, P.O. Box 172230
Bozeman, MT 59717-2230

Phone (406) 994-6648
FAX (406) 994-1756
E-mail: maryfran@montana.edu

Application Deadline: Screening of applications begins March 30, 2012, and will continue until a suitable candidate is found.

ADA/EO/AA/VETERAN'S PREFERENCE: In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at www2.montana.edu/policy/affirmative_action/.

Montana State University is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment and strongly encourages applications from female and minority candidates.

Making a difference in Montana